

Rec. mgmt 3-3-2

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FEB 1958

KMS

Chief, Administrative Staff, Office of  
Communications

Chief, Records Management Staff

Requisition for Filing Cabinets

1. I am returning your requisition for replacement of 8 safe cabinets to be delivered to the [redacted] As you probably know, safe type equipment is in short supply at the headquarters warehouse. In the interest of economy and to reduce to a minimum the purchase of additional equipment this Staff is constantly searching for ways and means to insure maximum utilization of existing equipment. I cannot therefore in clear conscience approve your requisition without first bringing the following to your attention.

a. The filing space contained in these 8 safes was used by your people while at the [redacted] therefore, the [redacted] has not in effect lost filing space that was being utilized by them.

b. We assume that the material or records filed in these safes was also returned to Headquarters and that this requisition is not to provide filing space for these records at the [redacted]

c. In the matter of accountability, that is, if these safes were originally charged to the [redacted] a change of accountability to your Office can be effected through the Office of Logistics.

d. Approximately 21 safe cabinets were recently released from the Vital Materials Repository located at the [redacted] [redacted] It is my understanding that these safes remained in the immediate area and should be available for use.

2. I will be glad to discuss this matter further with you at your convenience.

Attachment

Mgt/S/RMS/FMB/

(4 Feb. 58)